

MEETING OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

MEETING, TUESDAY, 12/13/2011 at 6:20 PM

PRESENT: Michelle Guertin, Len Giambra, Maryann Casciano, Brenda Holmwood, Bobbie Ziegra, Jackie Hemond, and Sharon Sanders

ABSENT : None

GUESTS: None

ADDITIONS TO AGENDA: (New Business) Salem Free Library Annual Report FY 2010-2011 and Town of Salem Ethics Policy & Procedure

CALL TO ORDER: At 6:20 PM by Chairwoman, Michelle Guertin

PUBLIC COMMENT: None

GENERAL PROCEEDINGS

- First order of business was **Election of Officers** (go to New Business).
- **Minutes of last meeting** (11/8/11) were reviewed and accepted as amended. The motion was made by S. Sanders and seconded by B. Holmwood. M/C 5-0.
- **Financial reports** (11/8/11, 12/8/11) were presented by B. Ziegra, reviewed and accepted. The motion was made by M Guertin, seconded by Maryann Casciano. M/C 5-0.
- **Correspondence** was received from the Town Clerk asking for Library Board meeting dates for 2012. Town Ethics Policy & Procedure document for signature was also received.
- **Librarian's report** was presented by J. Hemond. November circulation statistics were in decline. Ms. Hemond commented that Town population is declining, plus there are changes in public preferred activities such as increased use of e-books. It may be helpful to survey what patrons want insofar as e-book and other services; next month this topic will be revisited by the Board. Two computers were purchased and are at the library; MS software and licenses are pending. In 2012 one staff member is retiring. And a staff member declined the offer of Children's Manager position. A November raffle and December canned-goods-for-fines both went well. Also in December the 7th Anniversary Library Birthday Party at the Library was attended by about 55 people.
- **Friends of the Library report** was provided by S. Sanders. At the Friends 11/16/2011 meeting Ms. Sanders reported that L. Giambra and M. Casciano were elected to the Board; and the Board declined to sign the Friends memo of agreement. Two Friends said such an agreement is not needed because communication channels are open between the Friends and the Board. The net profit from 2011 book sale was only \$100 less than in 2010. Current Friends membership is at 137, including Bozrah and other towns. The next Friends' meeting is 2/15/2011 at 7:00 PM at the Library.

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OLD BUSINESS

- The **Computer Policy**, (original version 11/8/11) revised by M. Casciano and S. Sanders, was reviewed by the Board and J. Hemond. M. Guertin moved to accept the amended policy; M. Casciano seconded the motion. M/C 5-0.
- The next policy for review by the Board is the **Program Policy**. J. Hemond will forward an electronic draft to M. Casciano and S. Sanders to review. The revised draft will be provided to the Board in advance of the 1/10/12 meeting.

NEW BUSINESS

- **Election of officers** took place as follows:

Office and Nominee	Nominated by	Seconded by
Chairman, L. Giambra	M. Guertin	M. Casciano
Recording Secretary, S. Sanders	B. Ziegra	B. Holmwood
Treasurer, M. Guertin	B. Holmwood	M. Casciano

A motion was made by B. Ziegra to accept the slate of officers; it was seconded by B. Holmwood. M/C 5-0. M. Casciano volunteered to be the Board Liaison to the Friends, replacing S. Sanders. Ms. Sanders will email Friends President, S. Teixeira, with a copy to Mr. Giambra, to indicate the change.

- B. Holmwood moved to approve the **Meeting Dates for 2012** (i.e., second Tuesday of the month at 6:15 PM). The motion was seconded by M. Guertin. M/C 5-0. Ms. Ziegra will send the Meeting Dates for 2012 and a list of the new officers to P. Crisanti.
- The **budget of 2012-2013** was discussed using the budget of 2011-2012 as a frame of reference.
- The Board reviewed the **Salem Free Public Library Annual Report FY 2010-2011** and recommended revisions. J. Hemond was asked to send the revised report to L. Giambra. A motion was made to approve and send the revised Annual Report 2010-2011 from the Library Director to the Town. The motion was made by B. Ziegra and seconded by M. Guertin. M/C 5-0.
- The **Town of Salem Ethics Policy and Procedure** was distributed to Board members for review. M. Guertin collected signature pages from the Board for forwarding to the Town.

OPEN DISCUSSION None

ADJOURNMENT A motion to adjourn at 8:15 PM was made M. Casciano and seconded by M. Guertin. M/C 5-0.

Respectfully submitted,

S. Sanders
Recording Secretary

CC L. Giambra, B. Ziegra

Next meeting is 1/10/2012 at 6:15 PM.

12/16/2011